

**CITY OF RIVERSIDE**

8400

12/08/05

**HUMAN RESOURCES DEPARTMENT**

Revised

**CLASSIFICATION SPECIFICATION****TITLE: UTILITIES PRICING ANALYST****DEFINITION**

Under general direction, to conduct complex and specialized rate studies; to develop, revise, and implement applicable electric and water rules, regulations, and rate making policies; to perform a variety of advanced professional, technical, analytical, and related duties in the areas of accounting, budget administration, and financial and economic forecasting for the Public Utilities Department; and to do related work as required.

**REPORTS TO:** Utilities Finance/Rates Manager**SUPERVISION RECEIVED AND EXERCISED**

Receives general direction from the Utilities Finance/Rates Manager. Exercises general supervision over professional, para-professional, technical, and administrative support staff, as assigned.

**EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

- Develop, prepare, project, and/or analyze financial forecasting plans, annual revenue requirements, departmental operating budget, monthly and annual financial reports, annual audit, and six-year capital improvement project (CIP) budget for electric and water utilities.
- Perform and analyze cost of service and rate comparison studies for electric and water utilities; design electric and water rates, including contract service customers.
- Develop and update unbundled financial plans and cost of service studies.
- Assist in presenting rate proposals and departmental annual budget to the Utilities Board and the City Council; support rate and revenue related material presented in staff testimony.
- Serve as a technical resource to staff, customers, the general public, rate consultants, and energy service providers; provide expertise in budgeting and accounting to staff; respond to customer questions, complaints and disputes.
- Analyze and approve rate change requests from utility customers; analyze customer consumption usage and reassign to appropriate rate group as necessary.
- Research, develop, and implement policies and procedures to improve budgeting, accounting, work order system, performance indicators, and rates/revenue operations.
- Prepare and file quarterly reports to California Energy Commission.
- Coordinate rates, revenue, and accounting activities with other City departments, divisions, and sections, and with outside agencies and organizations.
- Stay abreast of new trends and innovations in the field of public utility finance, and public utility electric and water costing and rate setting.

- Provide responsible staff assistance to the Utilities Finance/Rates Manager.
- Select, supervise, train, and evaluate staff, as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of public and/or public utility administration.
- Principles of utility financial administration, rate structures, and municipal budgeting, accounting, reporting, and control.
- Methods of calculating investment returns, assessing risks, and determining the optimal allocation of resources.
- Management and research techniques and procedures and methods of report presentation.
- Federal, state, and local government organization.
- Application of federal, state, and local laws, rules, and regulations regarding local government and/or public utility operations.
- Modern computer applications including financial, word processing, statistical, database, graphics, and spreadsheets.

### **Ability to:**

- Analyze organizational and administrative problems, and recommend and implement an effective course of action.
- Prepare, develop, and analyze a variety of financial studies, models, statements, and reports.
- Perform statistical and financial analysis.
- Understand and analyze complex power and water supply agreements and contracts.
- Communicate clearly and concisely, orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Interpret and explain City policies regarding budgeting, accounting, and financial reporting.
- Properly interpret and make decisions in accordance with laws, regulations, and policies.
- Select, supervise, train, and evaluate assigned staff.
- Operate personal computers and applicable software in the analysis of financial information and in the preparation of reports including word processing, spreadsheets, and database administration.

### **Education and Experience:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Equivalent to a Bachelor's degree from an accredited college or university with major work in public or business administration, finance, economics, accounting, or a closely related field.

Experience: Five years of progressively responsible experience with a utility in the areas of financial planning and pricing including cost of service studies, preparation and analysis of revenue requirements, design of electric and water utility rates, load research, and financial analysis.

**MEDICAL CATEGORY:** Group 1

**NECESSARY SPECIAL REQUIREMENT**

The possession of a Certified Public Accountant (CPA) Certification is highly desirable.

Possession of an appropriate, valid class "C" California Motor Vehicle Operator's License

**CAREER ADVANCEMENT OPPORTUNITIES**

**FROM:** Utilities Pricing Analyst

**TO:** Utilities Finance/Rates Manager